

BARRY
UNIVERSITY



Barry University and Miami-Dade County University *Communication Skills Certificate Program*

Improving your communication skills is the most effective thing you can do to improve your performance on the job. You'll learn how to build confidence and communicate more clearly in your speaking and writing. This training is highly specialized and tailored for Miami-Dade County employee needs. The program features a lively training environment, small classes and individualized coaching from a highly qualified communications professor, private coach and trainer.

Participants can earn a Certificate in Communication Skills from Barry University by taking the 30-hour certificate program or may elect to take any course individually. All Classes are held in the Miami-Dade County Public Library (Main Branch) 3rd Floor, unless otherwise indicated.

Core Program: Presentation and Communication Skills..... 18 Hours

Choose Two from Four Available Electives (6 hours each) 12 Hours

30 Hours

114 Core Program: Presentation and Communication Skills (18 Hours)

3-Day Program 9 a.m. - 4 p.m. each day *Required for anyone pursuing the Certificate*

Course Description: *This course is appropriate for the novice as well as experienced public speaker, or for anyone who has to speak in front of a group or committee. You'll learn to organize your ideas and polish your delivery skills while developing your own speaking style. You will make three presentations in this course and will learn how to tame your anxiety and make it work for you!*

Topics include:

- How to Be a Better Listener
- Anxiety Reduction Techniques
- Impromptu Speaking
- Informative Speaking
- Persuasive Speaking
- Powerful Delivery Skills
- Develop Your Own "Style"
- Good Communication is a Skill – It Can Be Learned!
- Building Confidence & Self Esteem
- How to Use Nonverbal & Verbal Communication
- Format Your Presentation to Appeal to Your Audience
- Visual Aids & Using PowerPoint
- How to Develop Your Thoughts and Organize Your Ideas
- Secrets of the Greatest Speakers of All Times

About the Trainer: *Lisa C. Jeffery, B.A., M.A., M.B.A. Discipline: Communication and Speech*
Lisa Jeffery is an adjunct professor of Communication at Barry University, a professional Communications Trainer & Consultant, and private coach in all areas of communication, writing, public speaking, presentation, and listening skills. Currently she trains for Miami-Dade County University, Mt. Sinai Hospital, and other corporate and government agencies. A published poet and writer, Jeffery is also an international trainer and consultant for clients in Nigeria, Jamaica and the Bahamas.

Communication Skills Certificate Program Course Electives:

*Choose **Two Electives** as a part of the certificate program or take a course individually*

#112 Accent Reduction And Articulation For Anyone Who Wants to Speak Clearly! (6 hours)

- Learn and practice clear and correct pronunciation of words
- Improve rate of speech, tone, articulation and enunciation
- Increase self-confidence and credibility when speaking English
- Improve your vocabulary in spoken and written language skills
- *This course is also for English speakers who would like to improve their articulation!*

#113 High Impact Leadership Communication Skills (6 hours)

- Learn to project an image of leadership and to communicate with confidence
- How to communicate in a crisis, keep cool under fire and turn potential adversaries into colleagues
- Discover how to stop negativity from undermining your organization
- Find out how to manage conflict, present bad news and respond to power plays
- Learn the techniques of charisma, and the secrets of charismatic people

#120 Running Meetings That Make a Difference (6 hours)

- Learn to run meetings that create results and don't waste time
- Learn to deal with "problem" people
- Acquire new decision-making techniques
- Learn the three steps of a meeting
- Understand the meeting cycle
- Learn new problem solving techniques
- Discover how to keep the meeting on track
- Plan and execute a "mock meeting," applying what you have learned

#126 The Art of Persuasion, Motivation and Self Confidence (6 hours)

- Learn how to motivate and persuade by focusing on your audience's needs
- Learn the seven propaganda devices and how not to be fooled by them
- Practice new skills and techniques of persuasion
- Learn how to motivate people and how to project a positive self-image
- Develop self-confidence and self-esteem
- Learn the importance of perception and understand how others perceive you
- Learn about things that raise and lower your self esteem
- Improve your decision-making skills and cope with the fear of failure
- Learn the impact of negative communication and how to turn negative talk into positive talk!

#136 The Art of Training-- Secrets and Tips for Successful Trainers (6 hours)

- This workshop is for both the beginner and the seasoned trainer
- Learn new tips and secrets for successful training
- Learn to develop and polish your own training "style"
- Learn how to identify exciting curricula, materials and audience participation techniques
- Discover how people learn and how you can use different skills with various audiences
- Learn new exercises that require very little time

Plan Your Certificate Program: Core Program offered twice; electives must be completed by June

Course Number & Name	Jan	Feb	Mar	Apr	May	June
#114 Basic Public Speaking	1-Begins			1-Begins		
#112 Accent Reduction	1	1	1	1	1	1
#113 High Impact Communications	1		1		1	
#120 Meetings that Make a Difference	1	1			1	
#126 The Art of Persuasion		1	1		1	
#136 The Art of Training		1	1	1	1	

Fax this completed form to Barry University, Attn: Sabine Calipso **FAX (305) 899-2937**
Inquiries call Sabine Calipso at (305) 899-3341 Or the Instructor, Lisa Jeffery, at (305) 479-8337

Barry University Communication Skills Program Registration Form Spring 2006

Name _____	Work Phone _____
<i>(Please print as you want it to appear on certificate)</i>	
Department _____	Job Title _____

Please check the statement below that applies:

☐ I am registering for the **30-hour Public Speaking and Presentation Skills Certificate Program at the discounted rate of \$630 for the complete program.** The classes I wish to attend are indicated below. Included are the 18-hour (3 days) Basics course and 12 hours (2 days) of elective classes.

☐ I am registering for one or more of the following courses on a stand-alone basis at the rates listed below. I understand that I will receive a Certificate of Attendance upon completion of each course.

Method of Payment:

☐ Payment Deferred. Department will pay. Signature of supervisor or authorized person is required.
Printed name of supervisor or authorized person _____ Title: _____
Signature of supervisor or authorized person _____
Purchase Order Number: _____

☐ Check is enclosed (\$630 for 30-hour certificate.) OR cost of classes on stand-alone basis as indicated.

Amount: _____

Charge my credit card: ___ Visa ___ MasterCard ___ AMEX

Credit card number _____ Expiration Date _____

Your signature _____

		Check Boxes of Desired Classes		
Check Box	Course # & Date	Course Name	Total Hours	Fee
<input type="checkbox"/>	Certificate	30 Hour Certificate Program -- Select <u>required</u> Basics of Public Speaking (18 hrs) And choose <u>two</u> electives (12 Hours)	30 hours	\$630 total
<input type="checkbox"/>	#114 check date: _____ _____ _____	Basics of Public Speaking and Presentation Skills Jan 27, Feb. 3 and Feb. 10 Apr. 12, 21, 28	18 hours	\$600 For this class only
<input type="checkbox"/>	#112 check date: _____ _____ _____ _____ _____ _____	Accent Reduction Jan 19 Feb 9 Mar 31 Apr 6 May 11 June 2	6 hours	\$195 For this class only
<input type="checkbox"/>	#113 check date: _____ _____ _____	High Impact Communication Skills for Leaders Jan 20 Mar 24 May 12	6 hours	\$195 For this class only
<input type="checkbox"/>	#120 check date: _____ _____ _____	Running Meetings That Make a Difference Jan 13 Feb 16 May 5	6 hours	\$195 For this class only
<input type="checkbox"/>	#136 check date: _____ _____ _____ _____	The Art of Training Feb 23 Mar 3 Apr 7 May 19	6 hours	\$195 For this class only
<input type="checkbox"/>	#126 check date: _____ _____ _____	The Art of Persuasion, Motivation and Self Confidence Feb 24 Mar 10 May 24	6 Hours	\$195 For this class only